



# **Procurement Guidelines for Supplier**

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## **1 – Purpose**

Given the nature of the telecommunications industry and the increasingly competitive market, CTM's relationships with its suppliers are becoming crucial for gaining and maintaining a competitive edge. To achieve this, we must strengthen long-term collaboration with our strategic suppliers, while exploring business opportunities with emerging potential supply sources.

To this end, we have developed guidelines to provide clear direction to all parties involved in commitments between CTM and its suppliers. These guidelines have been incorporated into our Purchasing Principles and Policies. This document outlines the framework for purchasing activities between CTM and its suppliers, with particular emphasis on key practices and operational standards designed to uphold the highest level of professionalism.

It is CTM policy to ensure that all purchasing transactions with suppliers comply with the standards outlined in this document.



## **2 - Role of Purchasing**

CTM's Purchasing Division serves as the primary point of contact with suppliers for purchasing activities. The Purchasing Division is authorized to make commitments on behalf of the company following a satisfactory evaluation and review process.

### **2.1 The role of CTM Purchasing**

- 2.1.1 To develop, maintain, and administer sound purchasing and materials management policies, practices, and procedures, ensuring that all individuals involved in purchasing actions fully comply with them.
- 2.1.2 To ensure that all purchasing activities are conducted according to the highest professional and ethical standards, regardless of who performs them.
- 2.1.3 To manage the activities associated with the procurement of all contracts, goods, and services in a manner that achieves the lowest acquisition cost and maximizes the benefits to CTM in alignment with the company's goals.
- 2.1.4 To generate and maintain appropriate supplier relationships so that CTM always has access to motivated and efficient sources of supply capable of fully meeting its needs.
- 2.1.5 To provide advice and guidance to the management of other functions regarding to pricing, alternate sources of supply, and the availability of alternative products and services.
- 2.1.6 To provide advice and guidance on inventory levels to be maintained and to ensure that surplus items are deployed or recycled appropriately.
- 2.1.7 To actively participate in networking with associated purchasing departments to share information, evaluate best practices, and develop global strategies with key suppliers.



## **3 – Procurement Guidelines**

### **3.1 Scope**

- 3.1.1 These guidelines cover all aspects of the purchasing requirements of the Company with the suppliers.

### **3.2 General Policy**

It is the policy of CTM to procure materials and services from any source that offers the most beneficial terms. Factors considered include the required specifications, quality, delivery, price, payment terms, reliability, service, compliance to CTM's standard contractual terms, recurring investment, regulatory requirements (including but not limited to anti-bribery and anti-corruption), environmental protection, and corporate social responsibility. Purchases will be conducted through transactions with reputable firms that have appropriate financial backing and are capable of meeting the Company's short and long-term needs.

### **3.3 Relationships with Suppliers**

- 3.3.1 The selection of suppliers shall be based on sound business principles that consider, among other factors, the quality of the products and services offered, relevant experience and reputation, financial stability, and the ability to perform the contracts in a timely manner.
- 3.3.2 Due recognition shall be given to suppliers who have provided exemplary service to the Company in the past and demonstrate a commitment to ongoing high-quality service.
- 3.3.3 While CTM seeks to obtain the best possible value at all times, consideration will also be given to the additional benefits arising from long-term associations with fair, ethical, socially responsible, and reliable suppliers.
- 3.3.4 Under certain circumstances, CTM may establish special long-term relationships with selected strategic suppliers who demonstrate a commitment to supporting CTM's growth by consistently delivering the highest quality materials, services, and support. These relationships will be built on mutual trust, respect, honesty, and commitment. Whenever possible and aligned with sound commercial judgement and compliance, these suppliers will be prioritized for the provision of goods and services.



### **3.4 Purchasing Methods and Requirements**

3.4.1 The purchasing method employed will depend on the nature of the requirements and the supply market.

Factors to be considered include, but are not limited to, the availability of competition, contract value, safety and quality standards, technical complexity, regulatory and government constraints, and long-term purchasing goals. However, wherever feasible and advantageous, business should be awarded based on competition among qualified suppliers.

3.4.2 The following methods will be considered:

- Purchase from a strategic supplier;
- Single order on a nominated supplier;
- Call-off from a term purchase agreement or blanket order;
- Negotiation with one or more suppliers;
- Competitive bids/proposals negotiation;
- Request for quotation;
- Tenders (open or by invitation);
- Post-tender negotiation (if appropriate).

3.4.3 All the purchasing activities will be conducted in a manner that demonstrates the Company's fairness and impartiality in dealings with suppliers. Commercial and technical information exchanged during the purchasing activities, whether provided by the Company or the supplier, shall remain confidential.

3.4.4 Every effort shall be made to ensure that all bidders receive fair and equal treatment, including access to the same information at the same time.

3.4.5 Submitted offers and required information from suppliers will only be considered if provided within the specified timeframe and in the required format.



### **3.5 Delegation of Purchasing Authorities**

- 3.5.1 Purchasing will, at its discretion, delegate specific levels of purchasing authority to various responsible parties within the Company. The delegated parties are required to comply with the Company's policies and procedures as defined for such delegation.

### **3.6 Endorsement of Goods and Services**

- 3.6.1 CTM will not endorse any materials or services. Any request to use the Company's name or for photographs of materials in the Company's service for promotional activities shall obtain prior approval from CTM.

### **3.7 Purchasing for Employees**

- 3.7.1 Purchases of goods and services will only be made for the Company and are not applicable on behalf of employees unless explicitly approved in advance by the relevant department as part of an employee programme.

### **3.8 Personal Relationships and Conflict of Interest**

- 3.8.1 The Purchasing Team and any individuals with delegated purchasing authority shall comply with CTM's internal policy, which mandates that involved parties conduct themselves with scrupulous honesty and avoid any real or perceived conflict of interest. Suppliers involved in purchasing activities are required to declare any potential or actual conflicts of interest with any of members of CTM who are participating in the process.
- 3.8.2 Suppliers shall not provide gifts of significant intrinsic value to any CTM employee. However, customary trade courtesies, such as calendars, company diaries, advertising materials, etc., are not considered gifts. CTM employees are required to declare the receipt of gifts and their origin in accordance with the Company's policies.

### **3.9 Anti-Bribery and Anti-Corruption**

- 3.9.1 Suppliers shall conduct their business in compliance with all applicable anti-corruption laws in the MSAR and other applicable laws of similar nature.
- 3.9.2 The supplier shall not pay or promise to pay any form of consideration to any director, officer, employee, agent, or other representative of



CTM (or its affiliates) in connection with any potential or committed purchasing activities, nor shall such payment be solicited by any representative of CTM.

#### **4 – How to Contact Us**

Suppliers are welcome to contact the Purchasing Team to explore potential business opportunities. Our buyers are professionals and serve as your primary point of contact.

Suppliers interested in conducting business with the Company may submit their company information, product details, and customer references to the Purchasing Division via fax, mail or e-mail. The team will further explore opportunities with potential candidates as needed. Contact details are provided below:

Purchasing :

Address : Rua de Lagos, 13/F, Telecentro, Taipa, Macau  
E-mail : [ctm\\_purchasing@ctm.com.mo](mailto:ctm_purchasing@ctm.com.mo)  
Tel : 853-28833833  
Fax : 853-88913534

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(In the event of any discrepancy or ambiguity between the Chinese and English versions of this Procurement Guidelines, the Chinese version shall prevail.)